

City of Lowell
Job Posting
Please Post: September 28, 2016
Deadline: October 13, 2016
Career Center of Lowell
Career Advisor II

Job Title: Career Advisor II/ Disability Resource Youth Coordinator (1100-DH08, 2327)
Department: Career Center of Lowell
Reports to: Career Center Manager
Salary Range: \$39,587.60 (min) to \$46,388.16 (max); 35 hours per week
Grant Funded

SUMMARY

Serve young adults with disabilities to a career pathway, under the DEI VII grant program and other funding sources as needed. Provides core, intensive and career/employment services to young adult's ages 15-21 for the Career Center of Lowell. To perform this job successfully an individual must be able to work in a fast paced, multi-cultural environment assisting young adults with disabilities/ barriers in any and all of their job search, job placement, job development, on the job training and skills assessments.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned:

- Improve employment outcomes and increase the number of individuals with disabilities who earn credentials.
- Provide more and diversified job-driven training opportunities.
- Facilitate academic and employment transition among disabled youth.
- Incorporate flexible approaches to designing and providing training and supportive services, including customized employment strategies to help jobseekers with significant disabilities.
- Build effective community partnerships and collaborations across multiple service delivery systems and the effective blending and braiding of resources.
- Promote more active engagement with business sector.
- Conduct and develop job readiness, financial literacy, and soft skills workshops.
- Participate in "team and building meetings" conducted by management for updates and most importantly to brainstorm ideas regarding policy, procedures and continues quality improvement for the young adult department.
- Recruit and outreach eligible young adults for grants and participation in the DEI VII grant.
- Assist young adults with the achievement of career/educational/ employment goal related to their skills, interest and abilities.
- Case manage program participant caseload and data enter into MOSES accurate detailed oriented documentation of services, referrals, incidents, case notes and assessments in compliance with State and agency policies and procedures.

- Works with partners at the city, State, and local level to collaborate, braid, blend needed services.
- Represents Career Center of Lowell at community and Grant related meetings involving young adults with disabilities.
- Participate in a team approach in determining the youth suitability for participation in training programs or internships.
- Provide job search assistance to include developing resumes, cover letters, interviewing techniques and a career action plan to include goals and assessments as needed.
- Assist young adults in understanding and overcoming barriers to employment.
- Provide ongoing career counseling and direct job placement services to young adults with disabilities.
- Supervise worksites and young adult caseload on a regular basis, communicate to management any problematic occurrences and document information into the database.
- Must be detailed oriented, ability to multi task, prioritize various job duties as assigned in a busy, multicultural environment.
- Assist management in preparing and analyzing department performance reports.
- Assists youth with disabilities to access the wide variety of programs available to support their successful entry into the workforce.
- Other duties as assigned.

OTHER SKILLS AND ABILITIES

Ability to understand and be sensitive to the needs of the economically disadvantaged. Ability to communicate well and maintain effective working relationships with different constituencies. Must have excellent written and oral communications skills and be able to maintain detailed records on an automated and/or manual system.

QUALIFICATION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Undergraduate Degree from a four-year College or University in a related field, i.e. Business, Marketing, Human Services, and/or Humanities or equivalent preferred not required. At least two years' experience in employment and training programs. Experience working with disadvantaged groups.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and/or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios and percentages based on established guidelines published by the State and/or Federal government.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information and instructions furnished in written, oral, diagram, or graphic form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license.

COST ALLOCATION CLASSIFICATION

The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell/Career Center of Lowell. This position is funded through the administrative allocations of all agency State and Federal Grant funding sources.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to walk, sit, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment is very fast paced. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline~ October 13, 2016. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer